

SF

~~SECRET~~
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July 15 1963

OFFICE OF STAFF OFFICE OF PERSONNEL				OFFICE CODE NO Q	APPROVAL DATE 5 AUG 1963	CONTROL NUMBER 434	PAGE 1 OF 1 PAGES	
DELETIONS				ADDITIONS				REMARKS
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	
DEPARTMENTAL BENEFITS AND SERVICES DIVISION BENEFITS AND COUNSELING BRANCH								
Clerk Typist	GS-04	617 *1	SP	Same as DELETIONS side				
CENTRAL PROCESSING BRANCH FINANCE SECTION								
Fiscal Proc Asst	GS-09	117 *2	SP	Fiscal Proc Asst	GS-0501.06-09	117 *3	SP	C
Per memorandum request to D/Pers from C/RSD dated 19 July 1963.								
25X9A2 STAFFING COMPLEMENT TOTALS				25X1A9a				
Current Ceiling - <input type="text"/> 2 August 1963 No Change in overall total				MAKE CHANGES ON OFFICE RECORDS AS NECESSARY Asst. Salary and Wage Division				
STAFFING COMPLEMENT CHANGE AUTHORIZATION								

DOC	5	REV DATE	29 OCT 1961	BY	029725
ORIG COMP	5	OPI	38	TYPE	01
ORIG CLASS	5	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH	HR 10-2

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 25X1A9a
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19 JUL 1963

MEMORANDUM FOR : Director of Personnel

SUBJECT : Staffing Complement Changes

1. Last June the Comptroller surveyed the finance activity in the Central Processing Branch and concluded that the volume of work necessitated the addition of a fourth finance technician. Since that time the workload has increased even more, especially in the invitee travel area where sizeable numbers of applicants for employment are approved a cash payment to cover their travel and related expenses.

2. I recommend the immediate establishment of one additional Finance Processing Assistant, GS-0501.06-09, by increasing the planned incumbancy of position number 0117 from 2 to 3, service designation SF. I propose the deletion of Benefits and Counseling Branch position number 0617, Clerk-Typist, GS-0322.01-04, so as to keep the total number of positions authorized this Division at its current level.



25X1A9a

Chief, Benefits and Services Division

Approved:

/s/ Emmett D. Echols

26 JUL 1963

Emmett D. Echols
Director of Personnel

Date

Distribution:

- 0 & 1 - Addressee
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OP/BSD/C [] :bhd (19 July 1963)
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GROUP 1
Excluded from automatic
downgrading and
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